

STATE OF CALIFORNIA

KATHLEEN CONNELL,
CONTROLLER OF CALIFORNIA

OFFICE OF STATE CONTROLLER
PERSONNEL/PAYROLL SERVICES DIVISION
300-Capitol Mall
P.O. Box 942850
Sacramento, CA 94250-5878

Date: October 3, 2000

PAYROLL LETTER # 00-020

To: All Agencies/Campuses in the Uniform State Payroll System

From: Ralph Zentner, Chief
Personnel/Payroll Operations Bureau

Re: DOCUMENTATION CUTOFF DATES FOR CALENDAR YEAR-END PROCESSING

PLEASE SHARE A COPY OF THIS LETTER WITH YOUR ACCOUNTING OFFICE

This is to request your assistance and cooperation involving the timely submission of payroll documents prior to the close of the 2000 tax year. Listed below is a quick reference of the documents and the cutoff dates by which the Controller's Office must receive them in order to ensure accurate wage reporting on the 2000 Wage and Tax Statement, Form W-2.

DOCUMENT	PROCESS	CUTOFF
FORM STD. 676P/V	Income and Social Security/Medicare Taxes will be withheld	November 8, 2000
	Social Security/Medicare only will be withheld	December 6, 2000

Reference the Payroll Procedures Manual (PPM), Section I 120-163 and Section I 170-175 for reporting and forms completion instructions.

FORM STD. 674	Payroll Deduction Accounts Receivable	November 9, 2000
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Reference the PPM, Section I 001.

Suspended Payments	December 6, 2000
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Reference the PPM, Section I 406-411.

FORM STD. 422	Salary Advances	December 6, 2000
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Reference the PPM, Section I 103-111 for reporting and forms completion instructions.

FORM STD. 675	Moving Expenses/Social Security/Medicare Tax Withholding	December 6, 2000
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Reference the PPM, Section I 147.

FORM STD. 995A	Agency Collection A/R	December 6, 2000
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Reference the PPM, Section I 178-179.

FORM STD. 995R	Refund of Overcollected A/R	December 6, 2000
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Reference the PPM, Section I 180-181.

FORM PPSD21	Deceased Employee Data	December 6, 2000
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Reference the PPM, Section I 900-913.

NOTE: Documents not received by the cutoff dates may require the issuance of a Statement of Corrected Income and Tax Amounts, Form W-2C.

DECEMBER 1999 PAYROLL DOCUMENTS

Please make every effort to have December 1999 payroll documents processed by December 19, 2000. After December 19, 2000 and through December 27, 2000, payroll documents for the December 1999 pay period will require special manual processing and may not be reflected on the 2000 Form W-2. If you are decentralized, DO NOT KEY DECEMBER 1999 PAYROLL DOCUMENTS AFTER DECEMBER 19, 2000 THROUGH DECEMBER 27, 2000. Submit them to Payroll Operations for manual processing. Keying for the December 2000 pay period should continue as normal.

DECEMBER 1999 PAR/PPT

Please make every effort to have PAR/PPT's affecting December 1999 processed by December 19, 2000. After December 19, 2000 and through December 27, 2000 PAR/PPT's affecting the December 1999 pay period will require special manual processing and may not be reflected on the 2000 Form W-2. If you are decentralized, DO NOT KEY DECEMBER 1999 PAR/PPT'S AFTER DECEMBER 19, 2000 THROUGH DECEMBER 27, 2000. Submit them to Personnel Operations for manual processing. Keying for December 2000 should continue as normal.

By working together, we can ensure accurate wage reporting on the 2000 Form W-2. If you have any questions, the following staff are available to assist you:

AREA	STAFF	PHONE NO.
Civil Service A/R's, Suspended Payments or December 1999 Payroll Documents	Payroll Operations Telephone Liaison	(916) 323-3081 or CALNET 473-3081
CSU A/R's, Suspended Payments or December Payroll Documents	CSU Payroll Unit	(916) 322-7980 or CALNET 492-7980
PAR's	Personnel Operations	(916) 322-6500 or

Telephone Liaison CALNET 492-6500

PPT's Contact your CSU
Audit Representative

Salary Advances, Payroll Operations (916) 322-8100 or
Moving Expense or W-2 Unit CALNET 492-8100
NON-USPS Adjustments

RZ:CJ:SACS